

**TRANSPORTATION SERVICES..... CHAPTER 4100**

This chapter discusses the operational policies of all aspects of transportation services. This includes state-owned or operated mobile equipment, commercial vehicle rentals, airline transportation, parking and commuter services.

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## **SAM—TRANSPORTATION SERVICES**

### **INTRODUCTION AND GARAGE OPERATIONS**

**4100**

(Revised 12/06)

The Department of General Services (DGS) Office of Fleet Administration (OFA) is responsible for the establishment, implementation, and maintenance of policies and procedures governing state-owned mobile equipment. Mobile equipment is defined as equipment that is self-powered, easily moved and used for passenger, and equipment transportation and construction or maintenance work.

Programs within the OFA include: Garage Operations, Inspection Services, Statewide Travel Management, and Employee Parking/Commute Management.

Services provided include daily and long-term vehicle rentals and vehicle maintenance, vehicle repairs in all state garage locations, fuel card management, delivery and survey inspections, public auctions in Los Angeles and Sacramento, vehicle purchase reviews, public parking, commute management, travel payment system, contract airfares, lodging rates and guide, travel agencies, and contract car rental rates.

#### **Garage Operations**

State employees are to first utilize the services of the OFA when leasing mobile equipment on a daily or long-term basis. Mobile equipment; i.e., sedans, station wagons, and pickup trucks, can be leased from the OFA in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. See OFA State Fleet Handbook.

Specially equipped vehicles for persons with disabilities are available on a daily or long-term basis at the Los Angeles and Sacramento state garages. In the event the OFA is unable to provide this service, persons with disabilities may utilize the services of one or more of the contracted commercial car rental companies. Questions regarding specially equipped vehicles should be directed to the Los Angeles and Sacramento state garages.

### **MAINTENANCE**

**4101**

(Renumbered from 4150 and Revised 6/96)

It is the responsibility of agencies/departments to insure compliance with minimum preventive maintenance standards for state-owned mobile equipment. This includes, but is not limited to, prescribed lubrication service and mechanical inspection on a mileage or time basis. Requirements are listed in the Automobile Maintenance Record form, STD. 271. Equivalent records may be substituted with the approval of the OFA. See OFA State Fleet Handbook.

### **NO SMOKING IN STATE VEHICLES**

**4102**

(New 6/96)

Smoking is prohibited in all state-owned passenger mobile equipment which include light and heavy duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed driver/passenger compartment. See California Vehicle Code Section 465 and Government Code Section 19994.30.

### **MODIFICATIONS**

**4103**

(Renumbered from 4160 and Revised 6/96)

Any modification to original factory equipped mobile equipment requires prior approval from the OFA. See OFA State Fleet Handbook.

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### **IDENTIFICATION**

**4104**

(Renumbered from 4120 and Revised 6/96)

State-owned mobile equipment used on public roads shall be properly identified. The Director of DGS shall approve the type of identification used.

Exceptions are state-owned mobile equipment used by elected officials with regular automobile license plates; mobile equipment designated as exempt by the Director of DGS; and undercover vehicles as authorized in the California Vehicle Code. See Vehicle Code Section 5001 and OFA State Fleet Handbook.

### **UTILIZATION**

**4105**

(Renumbered from 4130 and Revised 6/96)

It is the responsibility of Agency Secretaries and/or department directors to insure the proper use of state-owned mobile equipment. See Government Code Section 19993.2 and Department of Personnel Administration (DPA) Section 599.800.

### **PASSENGER MOBILE EQUIPMENT USAGE REPORT**

**4106**

(Renumbered from 4131 and Revised 06/96)

In order to insure optimum utilization of state-owned passenger mobile equipment (see Vehicle Code Section 465), a Passenger Vehicle Usage Certification form, STD. 276A, will be submitted to the OFA bi-annually, February 15 and August 15. See OFA State Fleet Handbook.

### **TRAVEL LOGS**

**4107**

(Renumbered from 4143 and Revised 6/96)

Agencies/departments will maintain a Monthly Travel Log form, STD. 273, on all state-owned passenger mobile equipment except for motorcycles, trucks over 3/4 ton, and heavy equipment. See DPA Section 599.807 and OFA State Fleet Handbook.

### **FUEL CARD MANAGEMENT**

**4108**

(Renumbered from 4151 and Revised 6/96)

It is the responsibility of agencies/departments to review gasoline credit card charges and monthly billing statements in order to reduce unnecessary and improper charges. Agencies/departments shall pursue recovery of unauthorized charges.

### **GENERAL SERVICES CHARGE CARD**

**4108.1**

(New 10/06)

It is the responsibility of agencies/departments to execute proper management and oversight of General Services Charge Cards under their jurisdiction and shall:

- Report the loss, theft or discontinuance of all General Services Charge Cards, in writing, to the OFA.
- Establish and implement internal procedures to ensure accountability of charge cards.
- Present the General Services Charge Card and obtain a receipt from commercial car rentals and taxi services.
- Provide oversight and guidelines to ensure cards are properly safeguarded, assigned, and used for official state business only.
- Establish and implement procedures that provide for the performance of periodic inventory and reconciliation activities with reporting to OFA.

## **SAM—TRANSPORTATION SERVICES**

### **HOME STORAGE**

**4109**

(Renumbered from 4144 and Revised 6/96)

Storage of state-owned mobile equipment at an employee's residence on a regular basis requires an approved Vehicle Home Storage Request/Permit form, STD. 377, be on file with the employee's department. Annual renewal of STD. 377 is required. See DPA Section 599.808 and OFA State Fleet Handbook.

### **MOBILE EQUIPMENT PURCHASES**

**4110**

(Renumbered from 4111 and Revised 6/96)

A Purchase Order form, STD. 65, or Purchase Estimate form, STD. 66, will be submitted directly to OFA for the purchase of additional or replacement mobile equipment. A justification for additional mobile equipment or an approved Property Survey Report form, STD. 152, for replacement mobile equipment will be attached to the purchase document.

A current Passenger Vehicle Usage Certification form, STD 276A, must be on file with OFA prior to the approval of STD. 65 or STD. 66. See SAM Section 4106, Government Code Section 13332.09, and OFA State Fleet Handbook.

### **DISPOSITION**

**4111**

(Renumbered from 4172 and Revised 6/96)

Disposal of mobile equipment shall be by public auction or sealed bid. The method of disposal is subject to approval by OFA. See Government Code Section 13332.09 and OFA State Fleet Handbook.

### **REUTILIZATION OR TRANSFER**

**4112**

(Renumbered from 4173 and Revised 6/96)

Mobile equipment no longer needed by an agency/department shall be made available to other state agencies/departments or government entities. Requests for reutilization or transfer of state-owned mobile equipment shall be submitted to OFA. See OFA State Fleet Handbook.

### **INSPECTION SERVICES**

**4113**

(Renumbered from 4181 and Revised 6/96)

Inspection services are provided to agencies/departments participating in the Inspection Services Program. Services are provided upon request or can be initiated by OFA. Services include new and used mobile equipment inspection and assistance with the purchase, repair, replacement, and disposition of state-owned mobile equipment. See OFA State Fleet Handbook.

### **ANNUAL INVENTORY OF MOBILE EQUIPMENT**

**4114**

(Renumbered from 4102 and Revised 6/96)

The Annual Inventory of Mobile Equipment form, OFA 53, is required for the self-insurance and Inspection Services Program cost allocation. Agencies/departments will submit OFA 53 to OFA by July 10. See OFA State Fleet Handbook.

### **REPAIRS AT COMMERCIAL/STATE FACILITIES**

**4115**

(Renumbered from 4161, 4162 and 4166, and Revised 6/96)

Repairs to state-owned mobile equipment, including replacement of auto glass, at a commercial/state facility exceeding the delegated amount require prior approval from an OFA Inspector of Automotive Equipment (IAE). See OFA State Fleet Handbook and Vehicle Glass Replacement Price Schedule.

## **SAM—TRANSPORTATION SERVICES**

### **ACCIDENT REPAIRS**

**4116**

(Renumbered from 4163 and New 6/96)

Agencies/departments are to obtain a minimum of three (3) bid estimates for accident repairs to all state-owned mobile equipment exceeding the delegated amount. Review and approval of the bid estimates by an OFA IAE are required. See SAM Section 3600 and OFA State Fleet Handbook.

### **STATEWIDE TRAVEL MANAGEMENT PROGRAMS**

**4117**

(Renumbered from 4186–4186.05 and New 6/96)

State employees shall travel by using the most economical means of transportation; i.e., taxi, rail, bus, or air whenever possible rather than using a state or privately-owned vehicle.

#### **AIRLINES**

**4117.1**

(New 6/96)

State employees are required to obtain service from the contract airline(s) when traveling between specific city-pairs. Exceptions are: (1) space or a scheduled flight is not available to accomplish the purpose of the travel, or available service would require overnight lodging; or (2) a non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the state. (THIS EXCEPTION DOES NOT APPLY IF THE CONTRACT CARRIER OFFERS A COMPARABLE FARE AND HAS SEATS AVAILABLE AT THAT FARE, OR IF THE LOWER FARE OFFERED BY A NON-CONTRACT CARRIER IS RESTRICTED TO STATE TRAVELERS ON OFFICIAL GOVERNMENT BUSINESS ONLY.)

#### **CAR RENTALS**

**4117.2**

(New 6/96)

Agencies/departments are to utilize the services of any one of the contracted rental companies. Agencies/departments shall review operational needs and advise their employees in the selection of the contracted commercial car rental company (ies) to use. See SAM Section 4100.

#### **TRAVEL AGENCIES**

**4117.3**

(New 6/96)

Agencies/departments may select any travel agency (ies) that meet their travel needs from a list of authorized travel agencies. Each state agency/department shall determine its own appropriate system for managing airline ticket purchases and communicate this system to its employees and the authorized travel agency (ies).

#### **TRAVEL PAYMENT SYSTEM**

**4117.4**

(Revised 9/09)

The OFA administers the contract to provide the state's travel payment system and management reports. It is the responsibility of each state agency/department to determine its own appropriate system for managing travel.

**Questions regarding current contracts and/or Statewide Travel Program may be directed to OFA, Travel Program Coordinators at (916) 376-3988.** Also visit the Statewide Travel Program "Travel Portal" website at <http://www.travel.dgs.ca.gov/default.htm>.

### **PARKING AND COMMUTE SERVICES**

**4118**

(Renumbered from 4188–4188.06 and Revised 6/96)

The OFA maintains parking facilities, provides parking in major urban areas to state employees and the public, and provides commute service information to state employees in coordination with the Department of Transportation. See Government Code Sections 14678–14679.5, and 19993.1 and OFA State Fleet Handbook.